CLOSING REQUISITIONS

Exercise 1: Closing Requisitions With the Reconciliation Workbench.

Steps	Directions	Comments
BEFORE STARTING THE EXERCISE, PLEASE MAKE SURE THAT YOU ARE IN THE TRAINING ENVIRONMENT: https://www.connectnd.us/psp/ndrt/?cmd=login. Use your regular User ID and password.		
1.	**Navigation:** *Purchasing → Requisitions → Reconcile Requisitions → Reconciliation Workbench*	
2.	The first time you use the Reconciliation Workbench under Requisitions, you will need to set up a new run control ID. Click the '**Add a New Value'** tab. Verify Business Unit (BU) Enter a **WorkBench ID**. Click Add.	*The WorkBench ID can simply be your name or a description like CLOSE_REQS.*
3.	**Filter Options Page** The search criteria for requisitions offer less fields than for purchase orders. For best results, do not fill in too many filter options unless you really need to narrow your search down. Two fields that may help are: a. Requisition # range b. Activity Date range c. Partially or Fully Sourced: Select this check box to view requisitions where one or more lines on a requisition have been sourced to a PO. For this exercise, enter a date range under **Activity Date**, check all status boxes, and check **Partially or Fully Sourced**. Click Search.	
4.	**Reconciliation WorkBench Page** 1. Give your run control ID a Description, such as "Closing Requisitions." 2. Click Save.	*You can use this run control ID each time you wish to use the Requisition Reconciliation Workbench. All you have to do is change the filter options to do various activities.*
5.	**List of Requisitions** There are fewer columns for requisitions than on the reconciliation workbench for purchase orders. Therefore, there is no icon to "Show All Columns." • The **Requisition ID** column has active links for you to open up each requisition in a new window. This helps the PO administrator look at a requisition before closing it. • The **Doc Status** column contains an icon to open up a new window to show all related documents for this requisition. The Document Status screen shows all POs, receipts, and vouchers tied to this requisition. • Depending upon the **Status** chosen on the Filter Options page, requisitions with that status will appear in this column. • **Budget Status** will say "Valid" or "Not Chk'd.)	

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	• See if there are any differences between the **Req Date** and **Last Activity** date. • The **Lines** column has icons to open up the lines of the requisition for viewing.	
6.	As PO Administrator, you will want to investigate any old **Requisitions** that look suspicious.	
7.	If it looks like some requisitions should be closed because they were canceled or the request was denied, they can be closed from this page. HOWEVER, 1. Before a requisition can be closed, any POs it is tied to must be closed and successfully budget checked first. 2. If a requester leaves employment, you may have to change the requester's name to get the requisition closed. 3. The requisition must be successfully budget checked. You cannot even force it close with a budget error.	*Keep in mind that you will not want to close a PO or Requisition that your agency is still waiting to receive.*
8.	Once you've determined which requisition(s) you want to close: • Select the requisition by checking the box to the left of the Requisition number. • Click the yellow "**Close**" action box towards the bottom of the screen.	
9.	**Processing Results Page** If any requisitions appear in the '**Not Qualified'** box on the left, click on the icon in the "**Log**" column for each one. Some common errors are: 1. The PO associated with the requisition has not been budget checked. 2. The associated PO has not been closed first. 3. The requisition is associated with a canceled PO with a budget error. For this exercise, ignore the unqualified requisitions and try find a requisition qualified for closing to complete the rest of the steps.	*See the checklist for PO administrators called "Closing Requisitions" for more details on how to fix unqualified requisitions.*
10.	If your requisition is qualified for closing, it will appear in a box on the right side. • Use today's date for **Accounting Date for Action**. • OMB recommends that you check the box '**Update Budget Date Equal to Accounting Date.'** • Click the yellow "**Yes**" button at the bottom of the screen to proceed. Click the Yes button on the next screen to continue closing.	Record the Requisition number(s) you are closing successfully in the exercise here: ____________________
11.	You will be brought back to the **Reconciliation Workbench** page. Notice that the Status says **Complete.** For now, do not worry about whether the budget status says "Valid" or "Not Chk'd."	
12.	Double check that the closing was successful by reviewing the requisition. **Navigation:** *Purchasing → Requisitions → Review Requisition Information → Requisitions*	

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13.	**Requisition Inquiry Page** You have several options for searching requisitions on this page. For this exercise, we will search for only one requisition number. **Business Unit**: Verify your BU **Requisition ID**: Enter a requisition # that you successfully closed. (You only have to enter it in the first field.)	
14.	Whether you enter one requisition number or a range, you will be taken to the **Req Inquiry** screen. Click on the 'Show All' icon to see all columns. Verify that the Status **= Complete** Notice that all dollar amounts are zero, and there is no Budget Status column. All references to being associated with POs or vouchers are wiped out for closed requisitions.	
15.	You have successfully closed a requisition. You can use the Reconciliation Workbench for many other things besides closing requisitions. Click the blue Search link on the bottom of the page to get back to the Requisition Inquiry page.	
16.	**Req Status**: Enter "**A**" for Approved. **Requisition Date**: Enter a range of several months for the current year.	*If you get a warning message that only than 20 lines can show on the page, click "**OK**."*
17.	The **Req Inquiry** screen will show requisitions for your agency that have been approved but not closed or canceled. Click on the 'Show All' icon to see all columns.	
18.	Not only can you see the requisition status and amount on this screen, but you can also see which requisitions: • Are associated with a PO • Have been received • Have been paid in a voucher ➢ A "**Y**" in these columns means "yes." ➢ A "**P**" in these columns means "partial."	
19.	You are done with this exercise for closing requisitions.	